

Research Leads Group TERMS OF REFERENCE

1 CONSTITUTION AND PURPOSE

- 1.1 As part of the Trust's Research activity, a group has been established to be known as the Research Leads Group.
- 1.2 The **Purpose** of the Group is to:
- provide a forum for the Research Leads to inform the Research Oversight Board.

2 AUTHORITY

- 2.1 The Research Leads have no executive powers other than those specified in these Terms of Reference. The Research Leads Group is authorised to investigate any activity within its Terms of Reference.

3 MEMBERSHIP

- 3.1 Core membership of the Research Leads Group shall comprise:
- ❖ Associate Medical Director for Research
 - ❖ Director of Research Operations
 - ❖ Research Services Manager
 - ❖ Lead Research Nurse (or nominated representative) – CRN Operations
 - ❖ Lead Research Nurse (or nominated representative) – Strategic Partnerships/Commercial
 - ❖ Nominated Research Lead for each Specialty
 - ❖ Member of the CRN East of England Executive Team (or nominated representative) *from 1.10.2024 entitled Member of the Regional Research Delivery Network East of England*
 - ❖ Member of the University of East Anglia Medical School
 - ❖ Member of the University of East Anglia Clinical Trials Unit
 - ❖ A Junior Doctor representative
 - ❖ Band 7 Research Nurse (on rotation)
 - ❖ Representative from the Norwich Research Park Biorepository
 - ❖ Associate Director of Education
 - ❖ AHP/non medic representative (on rotation)
 - ❖ CRF Operations Manager
- 3.2 Additional membership of the Research Leads Group shall be at the discretion of the Chair. The meeting is currently Chaired by the Research Lead for the Women and Children's Division.
- 3.3 Only members of the Research Leads Group are entitled to be present at its meetings. The Research Leads Group may however invite non-members to attend its meeting as it considers necessary.

3.4 Research and Development, with the Associate Medical Director for Research and Director of Research Operations, will review the membership of the Research Leads Group annually to ensure that it meets the requirements of the Trust.

3.5 Members are expected to contribute outside of formal meetings e.g. by email.

4 SUPPORT ARRANGEMENTS

4.1 The Director of Research Operations will arrange for administrative support to be provided to the Committee.

5 MEETINGS and QUORUM

5.1 Meetings shall take place once every two months. To be quorate at least 6 members of the Research Leads Group must be present. If any member is unable to attend a meeting of the Research Leads Group they may arrange for a substitute to attend in their place.

5.2 Meetings of the Research Leads Group shall be Chaired by the elected Research Lead. Responsibility for calling meetings of the Research Leads Group shall rest with the Chair working with Research and Development.

6 DUTIES

The duties of the Research Leads Group are to:

6.1 Promote research within Directorate and externally.

6.2 Be knowledgeable of research activities within Directorate.

6.3 Act as a point of contact for research related matters within Directorate.

6.4 Work closely with Directorate colleagues and Research and Development office to facilitate smooth running of research including approvals, recruitment and funding applications.

6.5 Input into developing an annual work plan.

6.6 Hold regular meetings to review activity.

6.7 Undertake annual review of the performance and function of the Research Leads Group and its satisfaction of these Terms of Reference.

6.8 Contribute to the development of research activities in alignment with the Research Strategy.

6.9 Assist the Director of Research Operations and Associate Medical Director for Research in compiling the Trust's annual review of research activity, performance and impact evaluation.

7 REPORTING

7.1 Meeting minutes will be prepared following each meeting of the Research Leads Group, to be circulated to its members using an agreed template.

- 7.2 The Chair of the Research Leads Group shall draw to the attention of the Research Oversight Board any activities, issues or risks that require its attention or action.
8. **PROCESS FOR MONITORING EFFECTIVENESS OF THE RESEARCH LEADS GROUP**
- 8.1 The Research Leads Group will report to the Research Oversight Board annually on the outcome of its annual review. This annual report will include information concerning compliance with the required attendance at meetings and the reporting arrangements for its committees. It will also include information on the planned work of the Research Leads Group in the year ahead.
- 8.2 The Terms of Reference will be reviewed annually by the Group and any proposed changes submitted to the Research Oversight Board for approval.
9. **DECLARATIONS OF INTEREST**
- 9.1 All members must declare any actual or potential conflicts of interest relevant to the work of the Committee/Group, which shall be recorded in the minutes accordingly. Members should exclude themselves from any part of a meeting in which they have a material conflict of interest. The Chair will decide whether a declared interest represents a material conflict.

Date adopted by the Research Leads Group: 24th January 2024

Date Approved by the Research Oversight Board: 29th March 2024

Date for Annual Review: 9th March 2025